

# Commonly Used Shortcut Keys *Excel 97-2003*

v5.4

Action	Keystroke
1 Anchoring cells	F4 (in edit cell mode (F2))
2 Auditing toolbar	Alt T U
3 ...Trace precedents	Alt T U T
4 ...Trace dependents	Alt T U D
5 ...Remove arrows	Alt T U A
6 Auto sum	Alt +=
7 Borders – outside area	Ctrl+Shift+7
8 Borders – remove all	Ctrl+Underscore (Ctrl+Shift+~)
9 Clear	Alt E A
10 Comment – inserting	Shift+F2 or (Alt I M)
11 Comment – deleting	Alt E A M
12 Copy / Cut	Ctrl+C / Ctrl+X
13 ... Paste (after copy or cut)	Ctrl+V or (Enter)
14 Copy, Paste special formats	Ctrl+C, Alt E S T
15 Copy, Paste special formulas	Ctrl+C, Alt E S F
16 Delete / Insert	Ctrl+- / Ctrl++
17 Deselect to original cell	Shift+Backspace
18 Edit cell / Highlight precedents	F2
19 Fill right / Fill down	Ctrl+R / Ctrl+D
20 Font – change size	Ctrl+Shift+P
21 Format cells...	Ctrl+1 or (Alt O E)
22 Function – inserting	Alt I F or (Shift+F3)
23 Go to	F5 or (Ctrl+G)
24 Go to constants (highlight inputs)	F5, Alt+S O X

Action	Keystroke
25 Go to end (contiguous range)	Ctrl+Arrow Keys
26 Go to precedent cell(s) / Return	Ctrl+[ / F5, Enter
27 Group rows or columns	Alt D G or (Shift+Alt+→)
28 ...Hide grouped range	Alt D G H
29 ...Show grouped range	Alt D G S
30 ...Ungroup rows or columns	Alt D G or (Shift+Alt+←)
31 Highlight a contiguous range	Ctrl+Shift+Arrow Keys
32 Highlight entire column / row	Ctrl+Spacebar / Shift+Spacebar
33 Move a sheet / Copy a sheet	Alt E M / Alt E M, Alt+C
34 Name a cell	Alt I N D or (Ctrl+F3)
35 Page Break Preview / Normal	Alt V P / Alt V N
36 Page setup...	Alt F U...
37 Print	Ctrl+P or (Alt F P)
38 Print preview	Alt F V
39 Redo	Ctrl+Y
40 Rename sheet	Alt O H R
41 Repeat	F4
42 Replace	Ctrl+H
43 Set print area	Alt F T S
44 Tools options	Alt T O...
45 Undo	Ctrl+Z
46 Workbooks – toggle	Ctrl+Tab
47 Worksheets – move between	Ctrl+Page Up / Ctrl+Page Down
48 Zoom – sizing / return to 100%	Alt V Z / Alt V Z 1

# Commonly Used Functions

Excel 97-2003

v 5.4

**To insert a function in a cell, use either Alt I F or Shift+F3 (“Function Wizard”).**

Note: If typing the syntax of a formula, Ctrl+A shows the function arguments.

Type of Function	Common Use	Formula
Absolute function	Parity check	=ABS(number)
And function	If statement logic	=AND(logical argument1, logical argument2.....)
Choose function	Scenarios	=CHOOSE(index number, value1, value2.....)
Columns function	To count N periods (e.g., rate function)	=COLUMNS(reference range)
Comp. annual growth rate	IRR and growth over a period (1)	=RATE(periods, payment, -PV, FV, type)
Count function	Data mining	=COUNT(value1, value2, value3.....)
Hlookup function	Used to reference inputs on an output page	=HLOOKUP(lookup, array, row index, range lookup)
If statement	Error handling and switches	=IF(logical test, value if true, value if false)
Indirect function	Used to change references within a formula	=INDIRECT(ref_text, [a1])
Match function	Used to search for specific items in a cell range	=MATCH(lookup_value,lookup_array,[match_type])
Net present value	Discounted cash flow analysis (2)	=NPV(rate, value1, value2, value3.....)
Offset function	Scenarios	=OFFSET(reference, rows, columns, height, width)
Or function	If statement logic	=OR(logical argument1, logical argument2.....)
Sum-of-years digits deprec.	Modeling depreciation	=SYD(cost, salvage, life, period)
Text function	Footnotes, titles, and subtitles	=TEXT(value, “format of text”)
Vlookup function	Used to reference inputs on an output page	=VLOOKUP(lookup, array, col. index, range lookup)

(1) Compound annual growth rate formula:

$$\left[ \left( \frac{FV}{PV} \right)^{\frac{1}{N}} \right] - 1$$

(2) Net present value formula:

$$\frac{CF_1}{(1+r)^1} + \frac{CF_2}{(1+r)^2} + \dots + \frac{CF_N}{(1+r)^N}$$

# Commonly Used Shortcut Keys *Excel 2007*

v5.4

Action	Keystroke
1 Anchoring cells	F4 (in edit cell mode (F2))
2 Auditing toolbar	Alt M... (See "Formula Auditing")
3 ...Trace precedents	Alt M P
4 ...Trace dependents	Alt M D
5 ...Remove arrows	Alt M A A
6 Auto sum	Alt+=
7 Borders – outside area	Ctrl+Shift+7
8 Borders – remove all	Ctrl+Underscore (Ctrl+Shift+~)
9 Clear	Alt H E
10 Comment – inserting	Shift+F2 or (Alt R C)
11 Comment – deleting	Alt R D
12 Copy / Cut	Ctrl+C / Ctrl+X
13 ... Paste (after copy or cut)	Ctrl+V or (Enter)
14 Copy, Paste special formats	Ctrl+C, Alt H V S T or (Ctrl+Alt+V T)
15 Copy, Paste special formulas	Ctrl+C, Alt H V F or (Ctrl+Alt+V F)
16 Delete / Insert	Ctrl+- / Ctrl++
17 Deselect to original cell	Shift+Backspace
18 Edit cell / Highlight precedents	F2
19 Fill right / Fill down	Ctrl+R / Ctrl+D
20 Font – change size	Alt H F S or (Ctrl+Shift+P, Alt S)
21 Format cells...	Ctrl+1 or (Alt H O E)
22 Function – inserting	Alt M F or (Shift+F3)
23 Go to	F5 or (Ctrl+G)
24 Go to constants (highlight inputs)	F5, Alt+S O X

Action	Keystroke
25 Go to end (contiguous range)	Ctrl+Arrow Keys
26 Go to precedent cell(s) / Return	Ctrl+[ / F5, Enter
27 Group rows or columns	Alt A G G or (Shift+Alt+→)
28 ...Hide grouped range	Alt A H
29 ...Show grouped range	Alt A J
30 ...Ungroup rows or columns	Alt A U U or (Shift+Alt+←)
31 Highlight a contiguous range	Ctrl+Shift+Arrow Keys
32 Highlight entire column / row	Ctrl+Spacebar / Shift+Spacebar
33 Move a sheet / Copy a sheet	Alt H O M, Alt+C
34 Name a cell	Alt M M D or (Alt M N N) or (Ctrl+F3)
35 Page Break Preview / Normal	Alt W I / Alt W L
36 Page setup...	Alt P S P
37 Print	Ctrl+P or (Alt F P)
38 Print preview	Alt F W V or (Ctrl + F2)
39 Redo	Ctrl+Y
40 Rename sheet	Alt H O R
41 Repeat	F4
42 Replace	Ctrl+H
43 Set print area	Alt P R S
44 Tools (Excel) options	Alt F I...
45 Undo	Ctrl+Z
46 Workbooks – toggle	Ctrl+Tab
47 Worksheets – move between	Ctrl+Page Up / Ctrl+Page Down
48 Zoom – sizing / return to 100%	Alt W Q / Alt W J

# Commonly Used Functions

Excel 2007

v 5.4

**To insert a function in a cell, use either Alt M F or Shift+F3 (“Function Wizard”).**

Note: If typing the syntax of a formula, Ctrl+A shows the function arguments.

Type of Function	Common Use	Formula
Absolute function	Parity check	=ABS(number)
And function	If statement logic	=AND(logical argument1, logical argument2.....)
Choose function	Scenarios	=CHOOSE(index number, value1, value2.....)
Columns function	To count N periods (e.g., rate function)	=COLUMNS(reference range)
Comp. annual growth rate	IRR and growth over a period (1)	=RATE(periods, payment, -PV, FV, type)
Count function	Data mining	=COUNT(value1, value2, value3.....)
Hlookup function	Used to reference inputs on an output page	=HLOOKUP(lookup, array, row index, range lookup)
If statement	Error handling and switches	=IF(logical test, value if true, value if false)
Indirect function	Used to change references within a formula	=INDIRECT(ref_text, [a1])
Match function	Used to search for specific items in a cell range	=MATCH(lookup_value,lookup_array,[match_type])
Net present value	Discounted cash flow analysis (2)	=NPV(rate, value1, value2, value3.....)
Offset function	Scenarios	=OFFSET(reference, rows, columns, height, width)
Or function	If statement logic	=OR(logical argument1, logical argument2.....)
Sum-of-years digits deprec.	Modeling depreciation	=SYD(cost, salvage, life, period)
Text function	Footnotes, titles, and subtitles	=TEXT(value, “format of text”)
Vlookup function	Used to reference inputs on an output page	=VLOOKUP(lookup, array, col. index, range lookup)

(1) Compound annual growth rate formula:

$$\left[ \left( \frac{FV}{PV} \right)^{\frac{1}{N}} \right] - 1$$

(2) Net present value formula:

$$\frac{CF_1}{(1+r)^1} + \frac{CF_2}{(1+r)^2} + \dots + \frac{CF_N}{(1+r)^N}$$

# Commonly Used Shortcut Keys *Excel 2010*

v5.4

Action	Keystroke
1 Anchoring cells	F4 (in edit cell mode (F2))
2 Auditing toolbar	Alt M... (See "Formula Auditing")
3 ...Trace precedents	Alt M P
4 ...Trace dependents	Alt M D
5 ...Remove arrows	Alt M A A
6 Auto sum	Alt+=
7 Borders – outside area	Ctrl+Shift+7
8 Borders – remove all	Ctrl+Underscore (Ctrl+Shift+~)
9 Clear	Alt H E
10 Comment – inserting	Shift+F2 or (Alt R C)
11 Comment – deleting	Alt R D
12 Copy / Cut	Ctrl+C / Ctrl+X
13 ... Paste (after copy or cut)	Ctrl+V or (Enter)
14 Copy, Paste special formats	Ctrl+C, Alt H V S T or (Ctrl+Alt+V T)
15 Copy, Paste special formulas	Ctrl+C, Alt H V F or (Ctrl+Alt+V F)
16 Delete / Insert	Ctrl+– / Ctrl++
17 Deselect to original cell	Shift+Backspace
18 Edit cell / Highlight precedents	F2
19 Fill right / Fill down	Ctrl+R / Ctrl+D
20 Font – change size	Alt H F S or (Ctrl+Shift+P, Alt S)
21 Format cells...	Ctrl+1 or (Alt H O E)
22 Function – inserting	Alt M F or (Shift+F3)
23 Go to	F5 or (Ctrl+G)
24 Go to constants (highlight inputs)	F5, Alt+S O X

Action	Keystroke
25 Go to end (contiguous range)	Ctrl+Arrow Keys
26 Go to precedent cell(s) / Return	Ctrl+[ / F5, Enter
27 Group rows or columns	Alt A G G or (Shift+Alt+→)
28 ...Hide grouped range	Alt A H
29 ...Show grouped range	Alt A J
30 ...Ungroup rows or columns	Alt A U U or (Shift+Alt+←)
31 Highlight a contiguous range	Ctrl+Shift+Arrow Keys
32 Highlight entire column / row	Ctrl+Spacebar / Shift+Spacebar
33 Move a sheet / Copy a sheet	Alt H O M, Alt+C
34 Name a cell	Alt M M D or (Alt M N N) or (Ctrl+F3)
35 Page Break Preview / Normal	Alt W I / Alt W L
36 Page setup...	Alt P S P
37 Print	Ctrl+P or (Alt F P)
38 Print preview	Alt F P V
39 Redo	Ctrl+Y
40 Rename sheet	Alt H O R
41 Repeat	F4
42 Replace	Ctrl+H
43 Set print area	Alt P R S
44 Tools (Excel) options	Alt F T...
45 Undo	Ctrl+Z
46 Workbooks – toggle	Ctrl+Tab
47 Worksheets – move between	Ctrl+Page Up / Ctrl+Page Down
48 Zoom – sizing / return to 100%	Alt W Q / Alt W J

# Commonly Used Functions

Excel 2010

v 5.4

**To insert a function in a cell, use either Alt M F or Shift+F3 (“Function Wizard”).**

Note: If typing the syntax of a formula, Ctrl+A shows the function arguments.

Type of Function	Common Use	Formula
Absolute function	Parity check	=ABS(number)
And function	If statement logic	=AND(logical argument1, logical argument2.....)
Choose function	Scenarios	=CHOOSE(index number, value1, value2.....)
Columns function	To count N periods (e.g., rate function)	=COLUMNS(reference range)
Comp. annual growth rate	IRR and growth over a period (1)	=RATE(periods, payment, -PV, FV, type)
Count function	Data mining	=COUNT(value1, value2, value3.....)
Hlookup function	Used to reference inputs on an output page	=HLOOKUP(lookup, array, row index, range lookup)
If statement	Error handling and switches	=IF(logical test, value if true, value if false)
Indirect function	Used to change references within a formula	=INDIRECT(ref_text, [a1])
Match function	Used to search for specific items in a cell range	=MATCH(lookup_value,lookup_array,[match_type])
Net present value	Discounted cash flow analysis (2)	=NPV(rate, value1, value2, value3.....)
Offset function	Scenarios	=OFFSET(reference, rows, columns, height, width)
Or function	If statement logic	=OR(logical argument1, logical argument2.....)
Sum-of-years digits deprec.	Modeling depreciation	=SYD(cost, salvage, life, period)
Text function	Footnotes, titles, and subtitles	=TEXT(value, “format of text”)
Vlookup function	Used to reference inputs on an output page	=VLOOKUP(lookup, array, col. index, range lookup)

(1) Compound annual growth rate formula:

$$\left[ \left( \frac{FV}{PV} \right)^{\frac{1}{N}} \right] - 1$$

(2) Net present value formula:

$$\frac{CF_1}{(1+r)^1} + \frac{CF_2}{(1+r)^2} + \dots + \frac{CF_N}{(1+r)^N}$$

# Commonly Used Shortcut Keys *(MAC Excel 2008)*

v5.4

Action	Keystroke	Action	Keystroke
1 Anchoring cells	Cmd+T (in edit cell mode (Ctrl+U))	25 Go to end (contiguous range)	Ctrl+Arrow Keys
2 Auditing toolbar	Ctrl+F2 T Enter AU Enter	26 Go to precedent cell(s) / Return	Ctrl+ [ (Open Bracket) / F5 Enter
3 ...Trace precedents	Ctrl+F2 T Enter AU Enter Enter	27 Group rows or columns	Cmd+Shift+K
4 ...Trace dependents	Ctrl+F2 T Enter AU Enter T	28 ...Hide grouped range	Ctrl+F2 D Enter GR Enter H Enter
5 ...Remove arrows	Ctrl+F2 T Enter AU Enter A	29 ...Show grouped range	Ctrl+F2 D Enter GR Enter SH Enter
6 Auto sum	Cmd+Shift+T	30 ...Ungroup rows or columns	Cmd+Shift+J
7 Borders – outside area	Cmd+Option+0 (zero)	31 Highlight a contiguous range	Ctrl+Shift+Arrow Keys
8 Borders – remove all	Cmd+Option+ - (minus)	32 Highlight entire column / row	Ctrl+Spacebar / Shift+Spacebar
9 Clear All	Ctrl+F2 E Enter A Enter	33 Move a sheet / Copy a sheet	Ctrl+F2 E Enter M / (Cmd+R)
10 Comment – insert or read	Shift+F2	34 Name a cell	Ctrl+L
11 Comment – delete	Ctrl+F2 E Enter C Enter C Enter	35 Page Break Preview / Normal	Ctrl+F2 V Enter P Enter / N Enter
12 Copy / Cut	Ctrl (or Cmd)+C / Ctrl (or Cmd)+X	36 Page setup...	Ctrl+F2 F Enter P Enter
13 ... Paste (after copy or cut)	Ctrl (or Cmd)+V or Enter	37 Print	Ctrl+P
14 Copy, Paste special formats	Ctrl+F2 E Enter ↓ Paste Spl., Cmd+T	38 Print preview	Ctrl+F2 F Enter ↓ Print Preview
15 Copy, Paste special formulas	Ctrl+F2 E Enter ↓ Paste Spl., Cmd+F	39 Redo	Cmd+Y
16 Delete / Insert	Ctrl+ - (minus) / Ctrl+ I	40 Rename sheet	Ctrl+F2 FO Enter S Enter Enter
17 Deselect to original cell	Shift+Backspace	41 Repeat	Cmd+Y
18 Edit cell / Highlight precedents	Ctrl+U	42 Replace	Ctrl+H
19 Fill right / Fill down	Ctrl+R / Ctrl+D	43 Set print area	Ctrl+F2 F Enter PR Enter
20 Font – change size	Cmd+Shift+. (period) / , (comma)	44 Tools (Excel) options	Cmd+, (comma)
21 Format cells...	Cmd+1	45 Undo	Ctrl (or Cmd)+Z
22 Function – inserting	Shift+F3	46 Workbooks – toggle	Ctrl+Tab
23 Go to	F5 (or Ctrl+G)	47 Worksheets – move between	Fn+Ctrl+ Down Arrow / Up Arrow
24 Go to constants (highlight inputs)	F5 Cmd+S Cmd+O Cmd+X Enter	48 Zoom – sizing / (return to 100%)	Ctrl+F2 V Enter Z Enter / (Cmd+1)

# Commonly Used Functions

(MAC Excel 2008)

v 5.4

**To insert a function in a cell, use either Ctrl+A or Shift+F3 (“Formula Builder”).**

Note: If typing the syntax of a formula, Ctrl+A shows the function arguments.

Type of Function	Common Use	Formula
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